

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 21, 2020

**Regular Meeting**  
Adopted Meeting Minutes

## Call to Order

The meeting was called to order at 6:07 p.m.

## Roll Call

Present: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Vaive  
Absent: None

## Pledge of Allegiance

Trustee Meyer led the Pledge of Allegiance.

## Special Recognition

The board had a moment of silence for Dr. Eva Evans, Mr. James Butler, U.S. Rep. John Lewis, and Supreme Court Justice Ruth Bader Ginsburg.

## Resolution

Trustee Abood read a resolution honoring Dr. Lisa Webb Sharpe:

***The Board of Trustees of Lansing Community College resolves as follows:***

***WHEREAS, Dr. Lisa Webb Sharpe gave over 10 years of exemplary, dedicated, and unwavering service to Lansing Community College; and***

***WHEREAS, Dr. Sharpe's extensive leadership at the college encompassed oversight of major college administrative and student services operations including finance, budget, purchasing, risk management, legal services, human resources, facilities, fleet, information technology, public safety, marketing, communications, public relations, auxiliary services, community and government affairs, K-12 operations, student affairs, fund development including grants, scholarships, and endowments; and***

***WHEREAS, Dr. Sharpe led the college's strategic planning process which resulted in Lansing Community College transforming college structure and operations significantly to better serve students, staff, and the community through such initiatives as the re-design of developmental education, assuring the college's compliance with ever-changing federal and state laws, rules and regulations, lowering the costs of learning materials for students, successfully advocating for***

*federal and state financial support of the college, and managing the college's fiscal responsibilities in a manner, and*

**WHEREAS**, *Dr. Sharpe's extraordinary capabilities prompted her Director of Marketing to quip, "Let's be clear, Dr. Webb Sharpe could honestly hold the ocean itself at bay," and*

**WHEREAS**, *Dr. Sharpe is highly regarded by her immediate staff, the LCC community, and the residents of the greater Lansing area as a beloved and respected leader; and*

**WHEREAS**, *LCC has benefitted from her combined 25 years of results-oriented leadership in local and state government, in the nonprofit sector, and in higher education, her departure from this college leaves an enormous void; and*

**WHEREAS**, *Dr. Sharpe leaves the college better than she found it and will forever be known for her magnificent leadership, her ability to drink only water and rarely a caffeinated beverage, and her steadfastness to turn down sugary treats for months on end; and*

**WHEREAS**, *Dr. Sharpe's impressive career as a community college leader is known far and wide, from being a guiding force for LCC in Washington, DC and beyond, to her appointments by Michigan Governor Gretchen Whitmer to board service on the Michigan Board of Optometry and the State Land Bank Authority, to her commitment of empowering and advancing women in their chosen careers as evidenced by her relentless support of the American Council on Education Women's Network where she served on the Executive Board for the State of Michigan, the Public Policy Committee, and was an advocate in the budget process ensuring funds were available to sponsor quality events including the Equal Pay Day breakfast; and*

**WHEREAS**, *Dr. Sharpe is a great wife to Felix, an amazing mom to Alexandra, and the best dog mom ever to Opal, we salute you, we honor you, we thank you for all you have meant to Lansing Community College; and*

**WHEREAS**, *Dr. Sharpe's legacy will continue at LCC with the **Lisa Webb Sharpe Scholarship** given to a student with differing abilities; and*

**WHEREAS**, *Dr. Sharpe's innovation and excellence will leave a lasting impression on Lansing Community College and the greater Lansing community;*

**NOW THEREFORE, BE IT RESOLVED** *that the Lansing Community College Board of Trustees extends its utmost appreciation to Dr. Lisa Webb Sharpe for her leadership and outstanding service to Lansing Community College and extends its sincere and heartfelt best wishes to her as she continues to excel in her career and shape the greater Lansing area. You will always be a member of the LCC community and a **STAR** forever,*

**AND BE IT THUS RECORDED THIS 21st DAY OF SEPTEMBER, 2020.**

## Approval of Minutes

IT WAS MOVED BY Trustee Meyer and supported by Trustee Mathews that the minutes of the June 15, 2020, Regular Board of Trustees meeting, June 22, 2020, Special Board of Trustees meeting, and the July 29, 2020, Special Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Abood, Buck, Hidalgo, Mathews, Proctor, Vaive

Nays: None

Absent: None

The motion carried.

## Additions/Deletions to the Agenda

There were no additions or deletions to the meeting agenda.

## Limited Public Comment Regarding Agenda Items

There was no Limited Public Comment Regarding Agenda Items.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Certification of Michigan Public Act 52 of 201, Section 230 of the Education Omnibus Appropriations for FY 2021
- B. Cooperative Purchase
  - 1. Microsoft Enterprise License
- C. Lease Agreement between Lansing Community College (LCC) and the American Association of Retired Person (AARP)
- D. No Bid Purchase
  - 1. Ellucian Company L.P.
- ~~E. Request for Proposal~~
  - 1. ~~Student Evaluation System~~ (REMOVED)

Trustee Meyer asked that the RFP for the Student Evaluation System be removed from the consent agenda.

IT WAS MOVED BY Trustee Buck and supported by Trustee Mathews that the Consent Agenda, removing the RFP of Student Evaluation Systems, be approved.

Roll call vote:

Ayes: Abood, Hidalgo, Proctor, Buck, Meyer, Vaive, Mathews

Nays: None

Absent: None

The motion carried.

### **Action Item – Request for Proposals/Student Evaluation System**

IT WAS MOVED BY Trustee Meyer and supported by Trustee Buck that the RFP for Student Evaluation System be approved.

Trustee Meyer asked what the college was measuring, how it's used within to improve the systems, if students have anonymity and confidentiality, and how is the data distributed.

Matt Fall and Dr. Seleana Samuels addressed Trustee Meyer's questions.

Discussion followed.

Roll call vote:

Ayes: Vaive, Meyer, Proctor, Abood, Hidalgo, Mathews, Buck

Nays: None

Absent: None

The motion carried.

### **Monthly Monitoring Report**

The following Monitoring Report was presented:

- A. 2020 Five-Year Capital Outlay Plan

### **Policy Development**

Trustee Proctor stated that he was going to propose or amend these policy matters at the next Board meeting:

1. A resolution to authorize the administration to change the names of persons or units of the college identified in a policy as having responsibility for implementing the policy. Currently, the policy approval process requires a first reading. The resolution would make any exceptions for policy changes related to grammar and punctuation, and/or College position title changes with no significant changes in roles and responsibilities.
2. A proposed policy describing the differences between policy within the purvey of the Board and the procedures within the purvey of the administration.
3. Revisions to bylaws 1.6.1 regarding the approval of the appointment of Vice Presidents. He stated that he does not believe this is appropriate for the Board to approve the President hire and that the Board does not evaluate their performance.

4. Revisions to the President's contract regarding the colleges' provision of a vehicle to the president.

Ms. Duncan stated that the administration is requesting a motion to change the person or unit responsible for the administration and implementation of six policies.

Dr. Samuels stated that due to the recent staff changes she is requesting that the following six policies be updated to reflect the correct responsible officer.

1. Advertising/Underwriting

**IV. Responsibility**

*Responsibility for the interpretation and administration of this policy is delegated to the ~~Executive~~ Senior Vice President of Business Operations or his/her designee.*

2. Capital Projects

**IV. Responsibility**

*Responsibility for the interpretation and administration of this policy is delegated to the ~~Executive~~ Senior Vice President of Business Operations or his/her designee.*

3. Intellectual Property

**IV. Responsibility**

*Responsibility for the interpretation and administration of this policy is to the Provost/Senior Vice President for of Academic Affairs or his/her designee.*

4. Purchasing

**IV. Responsibility**

*Responsibility for the interpretation and administration of this policy is delegated to the ~~Executive~~ Senior Vice President of Business Operations or his/her designee.*

5. Student Tuition and Fees

**IV. Responsibility**

*Responsibility for the interpretation and administration of this policy is delegated to the ~~Executive Vice President~~ Chief Financial Officer or his/her designee.*

6. Utilization of LCC Resources Off-Campus

**IV. Responsibility**

*Responsibility for the interpretation and administration of this policy is delegated to the Executive Senior Vice President of Business Operations Administration, Advancement and Finance or his/her designee.*

IT WAS MOVED BY Trustee Proctor and supported by Trustee Buck to authorized the administration to correct the identification of either the person responsible or the unit responsible for the administration and implementation of the six policies.

Discussion followed.

IT WAS MOVED BY Trustee Proctor and supported by Trustee Meyer to call the question.

Roll call vote:

Ayes: Proctor, Buck, Mathews, Meyer, Abood, Vaive, Hidalgo

Nays: None

Absent: None

The motion carried.

Roll call on the main motion:

Ayes: Buck, Abood, Vaive, Meyer, Mathews, Proctor, Hidalgo

Nays: None

Absent: None

The motion carried.

## **Linkage Planning/Implementation**

### **Community Linkage – President’s Report**

President Robinson presented the September 2020 President’s report to the Board.

### **President Report – Equity Action Plan**

President Robinson stated that although the Board directed the President to submit a report within six months, he and his team will provide four updates to the Board in a lecture series. He stated that from now until December there will be four themes, from the Board’s resolution, presented to the Board.

1. Public Safety
2. Human Resources
3. Academics
4. Traditional report per the resolution

Dr. Robinson presented the Equity Action Plan presentation on Public Safety.

There were several responses from the Trustee regarding their expectations on the resolution adopted by the Board and tonight’s presentation.

Chair Hidalgo stated that the college can hire an outside consultant to do an audit on the police reports Trustee Abood mentioned and let the college know where it needs to make changes. He stated that the Board put together a very good resolution, but thinks the college is falling short if all it does is make a bunch of changes. Trustee Hidalgo stated that the college must identify where it is not meeting what has been put forth in the Board's resolution and then make changes based on that. He stated what he is hearing is that the college will make a bunch of changes were one may not have been needed and then missed that changes that needed to be made.

### **Chair's Report – Appoint Voting Delegate for ACCT Leadership Congress**

Chair Hidalgo stated that Trustee Meyer would serve as the Board's ACCT voting delegate.

### **Committee Reports – Audit Committee Update**

Trustee Meyer gave the following Audit Committee update:

1. Approval of the April 6, 2020, Audit Committee meeting minutes.
2. Status Update on the Comprehensive Annual Financial Audit Report – Rehmann

### **Board Members Reports – Foundation Board Update**

Trustee Buck provided the following Foundation Board update.

*“The Foundation's new Development Coordinator, Alison Baldree, began on August 31st. Her focus is on annual giving.*

*We also have three new alumni committee members and the committee is busy creating a campaign for the Foundation's 40th anniversary next year. The goal will be to get people to Connect, Engage, and Donate.*

*Finally, several new scholarships have been created since the last BOT meeting, including scholarships honoring Dr. Lisa Webb Sharpe, from the State Board of Nursing through the State of Michigan, from Heart to Heart Hospice - the last two of which focus on nursing.”*

### **Board Members Reports – President's Transition Team Update**

Trustee Buck provided the following President's Transition Team Update.

*Over the summer, Chairperson Hidalgo appointed me to chair the Transition Team to onboard Dr. Robinson in his role as President of Lansing Community College, both before his arrival and in the initial weeks after his start date in July.*

*The Team comprised representatives of the Board of Trustees, ELT, and organized labor. The onboarding took the form of meetings with stakeholders, leaders, and change-makers, both internally at the college and externally in the community. It was introducing Dr. Robinson to our business practices, our physical plant, finances, budget, and our culture all of which with the added complexity of the COVID-19 Pandemic.*

*Dr. Robinson was an eager participant of the Team and his taking the reins at the college has been billed more as a "return to Lansing." That narrative can easily be seen in Dr. Robinson's active social media profile, which benefits the College immensely.*

*I would like to offer my gratitude to the members of the Transition Team who I will name off in no particular order because they each brought something unique and invaluable to the Team:*

1. *Trustee Angela Mathews*
2. *Joan Bauer*
3. *Benita Duncan*
4. *Dr. Lisa Webb Sharpe*
5. *Dr. Sally Welch*
6. *Dr. Toni Glasscoe*
7. *Eva Menefee, MAHE President*
8. *Dr. Steve Robinson*

*Mr. Chair, I would like to report out tonight that the Transition Team's charge has been fulfilled. It is my observation that Dr. Robinson is on the correct path to secure LCC's success for students, employees, and our community. Thank you for this opportunity to Chair this Team. It is my hope that it has demonstrated to the college and the community that the Board of Trustees is actively governing the college in a manner that befits the college's continued support by the voters residing in the LCC District.*

## **Unfinished Business**

There was no Unfinished Business.

## **New Business – October Board Meeting**

- A. Consent Agenda
  1. 2020 Five-Year Capital Outlay Plan
  2. Cooperative Purchase
  3. Adobe Renewal
  4. Request for Proposal
  5. Employee Assistance Program

## **Public Comment**

Tim Deines: Tim Deines, representing Integrated English, addressed the Board regarding English as a Second Language and Foundation for Success Funding.

## **Board Comment**



Trustee Vaive stated that the ACCT Under 45 and under Caucus had a round table discussion on DEI and stated that LCC was the only college with a DEI plan and a Chief Diversity Officer. She thanked Dr. Bailey for sharing documents with her to share with the ACCT 45 and Under Caucus.

Trustee Mathews talked about the possibility of having an Academic workshop in the near future. She stated that she feels it would be beneficial to the Board.

## Closed Session

There was no Closed Session.

## Adjournment

IT WAS MOVED by Trustee Proctor and supported by Trustee Buck that the meeting be adjourned.

Ayes: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Vaive  
Nays: None  
Absent: None

The motion carried.

The meeting adjourned at 8:41 p.m.

Submitted,

  
Executive Assistant & Liaison to the Board  
Benita Duncan